



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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May 22, 2003



**In Reply Refer To:**  
1400-734 (CA) P

EMS TRANSMISSION: 5/22/03

**Instruction Memorandum No. CA-038**

Expires: 09/30/04

To: All Managers and Supervisors

From: DSD, Support Services

Subject: Financial Disclosure Filing Requirements **DD: 6/20/2003**

**Background:** Last year our National Human Resources Office provided us a list of positions that ethics counselors had identified as positions required to file. Due to a very short suspense, the regulation to file the disclosure statement was applied across the board to all positions in the identified series. As a result, some employees were required to complete a Financial Disclosure Statement when they were previously not required.

In place of this generic across the board approach, the Human Resources office believes it would be more accurate for each position's evaluation to be based on duties and responsibilities that are assigned.

**Action:** We are asking for your assistance in identifying these positions for us to ensure the accuracy of the requirement to complete a Financial Disclosure Statement. We are providing you in Attachment 1, the regulatory criteria for making your determination; Attachment 2 is the list of positions that are currently required to complete the disclosure form.

Please annotate the list by identifying a yes or no next to the position. If you identify yes, then also identify the grade level(s) and the name of the employee(s) to whom this applies.

**Contact:** If you have any questions or concerns regarding this request, please contact Geri Monroe, Human Resources Specialist, at (916) 978-4471.

Signed by:  
Annisteen Tate-Cammack  
Acting DSD, Support Services

Authenticated by:  
Richard A. Erickson  
Records Management

**2 Attachments**

1. Financial Discloser Regulations (3 pp)
2. List of Occupations (2 pp)